

TOWN MANAGER'S REPORT
NOVEMBER 2020

➤ **Financial Report YTD FY21**

- Unrestricted General Funds Balance \$7,783,551; Restricted Funds Balance \$5,169,871
- General Revenue \$1,495,911; Budget \$1,308,695; 114.31% of budget
- General Expenses \$439,088; Budget \$1,308,695; 33.55% budget
- Restricted Revenue \$1,143,293; Budget \$812,373; 114.31% of budget
- Transfer Tax Expenses \$595,888; Budget \$1,219,920; 48.85% of budget
- Grants/Other Expenses \$150,320; Budget \$193,093; 77.85% of budget
- Total Cash Assets \$12,979,453; Total Cash Liabilities \$176,946

➤ **Participated in the following meetings:**

- Nov 2nd - Andrew and I had a ZOOM meeting with Debbie Pfeil of KCI regarding rezoning the parcels that Town Council approved on the future land use map in the comprehensive plan.
- Nov 4th - Lisa and I had a Microsoft Teams Meeting with our representatives of WSFS to review our cash management on the Town's banking accounts.
- Nov 5th - I shopped for items for the Stockings for Soldiers campaign. Even though our volunteers were unable to sew stockings this year, Chairperson Patti Moulder still collected items for this program and delivered to Georgetown.
- Nov 5th - Attended the Charter Review Committee Meeting.
- Nov 10th - Andrew and I met with Ardent Company's representative Rod Hart and his new planning team.
- Nov 10th - Eric, Andrew, and I attended a webinar presented by ICMA entitled "Improving Your Jurisdiction's Development Review Process."
- Nov 10th - Attended Town Council Meeting.
- Nov 17th - Attended ZOOM Meeting with Delaware Women Leading Local Government
- Nov 17th - GMB was on site to begin research for the Long-Term Reserve Study
- Nov 18th - Attended ZOOM Meeting City Management Association of Delaware.
- Nov 19th - Held a staff meeting to review process and procedures during COVID.
- Nov 24th - Attended Town Council Workshop via GoToWebinar.

➤ **Announcement:**

Please find attached a letter I received from Ms. Judy Schwartz, P.E., of GMB announcing the promotion of our very own Andrew J. Lyons, Jr., to Vice President and a new owner of the firm! I'm so very proud of Andrew and this promotion is well deserved. He works very hard for the Town of Millville and will continue to do so.

Also, Ms. Schwartz announced her retirement after 40+ years of consulting work.

PUBLIC EVENT PERMIT ISSUED:

1. Agape Creamery LLC - 11/22/2020 "Locals Thanksgiving" on site.

Attached are the following reports:

1. Crime Mapping for November
2. Code & Building Department Report

Respectfully submitted,

Deborah Botchie

Town Manager